



**Tennessee Army National Guard
DUAL STATUS
TECHNICIAN VACANCY
Announcement Number
07-153**



Office of the Adjutant General of Tennessee
Human Resources Office (HRO)-Staffing
Houston Barracks, 3041 Sidco Drive
Nashville, TN 37204-1502

**OPENING DATE: 30 JULY 2007
CLOSING DATE: 13 AUG 2007
CLEARANCE: NACLC**

LOCATION

USPFO

CITY

Nashville

STATE

TN

POSITION TITLE

Voucher Examiner

PAY PLAN

GS

SERIES

0540

GRADE

05/06

PD NUMBER(S)

70273-347476

APPOINTMENT TYPE

Enlisted

SALARY RANGE (\$)

GS -06 \$32,172 - \$41,823

GS-05 \$28,862- \$37,519

MILITARY COMPATIBILITY

71, 42A, 42F, 42L, 44C, 92A, 92Y

*****Developmental position - may be promoted without further competition*****

AREAS OF CONSIDERATION

FIRST: Permanently employed Army technicians statewide.

SECOND: Qualified members of the Tennessee Army National Guard.

THIRD: Applicants eligible for membership in the TN Army National Guard.

PERMANENT CHANGE OF STATION: NOT AUTHORIZED

INTRODUCTION, DUTIES, AND RESPONSIBILITIES

INTRODUCTION: This position is located in the Comptroller Division of the United States Property and Fiscal Office (USPFO). The purpose of the position is to process travel (civilian and military) and commercial account payments for disbursement by the Defense Finance and Accounting Service (DFAS). The incumbent provides disbursement information to Program Managers (PM), travelers, vendors, Purchasing and Contracting Office (P&C), receiving activities, banks, and the transportation office.

DUTIES & RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO: (1) Conducts periodic audits of lower-graded employees travel vouchers as well as processing a wide variety of travel payments. (2) Conducts periodic audits of lower-graded employees commercial accounts vouchers as well as examine and compute payments in accordance with applicable statutory and regulatory guidelines. (3) Provides customer support to military and civilian personnel, vendors and other outside agencies. (4) Applies and tests internal control procedures to ensure timely and accurate processing of all payments (travel and commercial accounts). (5) Monitors and identifies to the chain of command late documents including but not limited to receiving reports, charge card payments, invoices and contract modifications. (6) Ensures the successful interface and/or connectivity between travel, commercial accounts and related fiscal accounting and orders systems. (7) Process a variety of complex Permanent Change of Station (PCS) claims for civilian and military personnel. (8) Performs other duties as assigned.

REQUIRED SPECIALIZED EXPERIENCE

GS-06 must have 9 months experience processing travel vouchers, invoices, and transactions issued for civilian and military personnel.

GS-05 must have 6 months of experience which demonstrates applicant's ability to make arithmetic computations, to use regulatory material and to communicate verbally and in writing.

Meeting the months of experience requirement will not by itself be accepted as proof of qualification. Quality, type, and scope of experience or education must be demonstrated to show that applicant is fully qualified to perform duties at the grade level announced.

SUPPLEMENTAL INFORMATION: KSA's (Knowledge, Skill, & Ability) Address the following factors in detail, giving dates of experience and in what position the experience was gained. This information is used only for ranking and

rating and is additional information and not used for qualifying applicants. Resume must reflect applicable experience.

1. Knowledge of processing travel vouchers, invoices, and transactions issued for civilian and military personnel.
2. Knowledge of regulations, principles, rules, procedures, and operations for processing travel vouchers.
3. Ability to interpret and analyze data.
4. Ability to meet deadlines and work under pressure.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE

NONE

REQUIRED CERTIFICATION

NONE

SELECTIVE SERVICE STATEMENT

Males born after 31 December 1959 must be registered with the selective service system to be employed by the federal government.

DEFINITION OF "DUAL STATUS" VERSUS "NON-DUAL STATUS"

If marked "dual status", this position is in the excepted federal civil service under the authority of 32 U.S.C. 709 and is open to members of the Tennessee National Guard and persons who are eligible to become members of the Tennessee National Guard. This type of position is sometimes referred to as "excepted" and "military technician." Wear of the uniform after employment is mandatory.

If marked "non-dual status", this position is open to any person who meets the requirements for membership in the federal civil service. This type of position is also referred to as "competitive."

HOW TO APPLY

Persons meeting the requirements or qualifications for this position must submit a complete application packet to the address listed in the "MAIL TO:" section of this announcement. The application packet must arrive in HRO no later than the close of business on the closing date indicated on this announcement.

Application packet may also be emailed to FulltimeEmployment@tn.ngb.army.mil

THE APPLICATION PACKET

Complete, assemble, sign and send the following:

- (1) A resume with the information requested on TNGG HRO Pamphlet 58, or a SF 171, or an OF 612.
- (2) Military Qualification Information (ML 0183), DA Form 2-1, RIP or any other documentation that verifies military experience and education.
- (3) **All applicants must address** the items listed in the SUPPLEMENTAL INFORMATION sub-section in order to compete for rating and ranking of qualified applicants.
- (4) Applicable Certificates requested in the Certification Requirements section of this vacancy announcement.

APPLICATION EVALUATION

Qualifications will be based solely upon information supplied in the application packet. (Described in depth, in the applicant's own words, and signed to verify accuracy.) Experience will be evaluated based upon relevance to the position for which the application is made. [Including job titles, starting and ending dates (DD/MM/YY), hours per week, duties, accomplishments, rewards, awards, employers' name and address, supervisor's name, and phone number, and if we may contact him/her]. If requesting qualifying credit for military experience, list experience, in detail, in narrative form on the resume.

MAIL TO:

Human Resources Office (Staffing)
Houston Barracks, 3041 Sidco Drive
Nashville, TN 37204-1502

POINTS OF CONTACT:

Lt Col Ken Jones:	(615) 313-3031 or DSN 683-3031
1Sgt Jamie Clark:	(615) 313-3037 or DSN 683-3037
SMSgt Mary MacDonald	(615) 313-0647 or DSN 683-0647

EQUAL OPPORTUNITY STATEMENT

The Tennessee National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be assessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, age, gender, national origin, reprisal, or non-disqualifying handicap. Discrimination due to age or disability are prohibited where not a factor of employment due to the military nature of the position. 29 CFR PART 1614. Discrimination due to gender is prohibited except as the direct combat probability coding policy applies to women.